

58-2061

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19 MAY 1958

(1958)

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Director of Training Request for T/O Adjustment, Public Works Branch, [REDACTED] dated 15 April 1958; Interim 25X1A6b Recommendation

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 6.

2. The Director of Training has requested an adjustment in the T/O of the Public Works Branch, [REDACTED] (Tab A). Essentially, this request covers a modification of the organization and the addition of 14 positions 1/ to enable the Public Works Branch to convert from a "breakdown maintenance" to a "controlled maintenance" basis of operation. 25X1A6b

3. The Public Works operation at [REDACTED] has been studied within the past year by a task force from the Office of Logistics and also by an engineering team from the Maintenance Division of the District Public Works Office of the [REDACTED]. Both studies recommended the establishment of a controlled maintenance system in the Public Works Branch. The essential basis for this recommendation was that the organizational recognition and staffing of a maintenance control function would make possible: 25X1A6b 25X1A5a1

- a. The substitution of systematic maintenance, based on regular inspection and planning, for the present "break-down" maintenance operation.
- b. Better staff organization and planning of work, resulting in increased production per employee.
- c. Improvement in the quality of supervision.
- d. An improved technical reporting system which would:
 - 1) provide a basis for efficient self-regulation and control of station maintenance; and

1/ Raising the total T/O for the Public Works Branch from 85 to 99.

JOB NO. 30X NO. FLD NO. DOC. NO. 6 NO CHANGE
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- 2) produce accurate and meaningful data for budget estimates and for long-range developmental planning.

4. The Director of Training's request for 14 additional positions to enable the Public Works Branch to perform the additional inspection, planning, preventive maintenance and record keeping is conservative compared with the [REDACTED] staffing recommendation and slightly in excess of the recommendation made by the Logistics task force. 1/

5. The Management Staff has made a preliminary study, both at [REDACTED] and at headquarters, of this request for T/O adjustment. Without additional on-location study of organization, procedures, and workload data, the Management Staff cannot at this time make a firm recommendation as to the organization and overall T/O appropriate for the Public Works Branch, [REDACTED]. This Staff can and does, however, concur in the need to institute a maintenance management program in the Public Works Branch, [REDACTED] and Logistics studies and as requested by the Director of Training. The Director of Training correctly points out (Tab A) that technical guidance, procedures, policy, space, and equipment are presently inadequate; and that improved production and performance resulting from systematic maintenance management should more than offset any additional personnel costs attributable to a controlled maintenance operation.

6. Further study by the Management Staff will be directed toward the organization and staffing of the Public Works Branch below the administrative echelon--i.e., below the organizational level in which the proposed maintenance control and support functions would be located. Rather than delay all action on this request for T/O adjustment pending completion of a Management Staff study in greater depth, it is therefore recommended that you approve an interim T/O adjustment in the Public Works Branch, [REDACTED] covering the administrative segment only, as reflected in Tab B, subject to position evaluation action by the Director of Personnel and contingent upon the elimination of 32 positions in the Commissary Branch, [REDACTED] as of 1 July 1958. 2/ This authorization will add 7 new positions to the T/O of the Public Works Branch, but will not increase [REDACTED] ceiling when viewed against the projected freeing of 32 ceiling positions by placing the Commissary operation on contract.

1/ The actual [REDACTED] but was exclusive of the station engineer, the janitorial function, and the classified support to training performed by the PWB. The Logistics figure was 92, with the recommendation for progressive increases in T/O to recognize workload added by new housing units, recreational facilities, etc.--a number of which have been completed or started since the Logistics report.

2/ The [REDACTED] to take over the operation of the Commissary at [REDACTED] effective 1 July 1958 has been signed this past week. When effected, this changeover will result in the elimination of 32 unvouchered positions from the Office of Training T/O and ceiling.

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7. The authorization of this interim T/O adjustment will enable the Public Works Branch to establish and to proceed immediately with staffing the engineering control and administrative support functions necessary for the maintenance management program. The new positions will be included in the FY 1959 budget of the Office of Training. The impact (if any) on the FY 1958 budget will be negligible and can be absorbed.

8. The Management Staff will complete the study of the remaining aspects of this requested T/O adjustment as soon as possible. Detailed supporting documentation will accompany the final recommendations. 1/

Signed

19 MAY 1958

Chief, Management Staff

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CONCURRENCE:

Signed

23 MAY 1958

Director of Training

Date

Attachments:

- Tab A - Request from D/TR (without attachments)
- Tab B - Recommended T/O Adjustment Public Works Branch, (admin. segment only)
- Tab C - Present T/O, Public Works Branch, (admin. segment only)

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The recommendation in paragraph 6 is Approved:

LS/L. K. White

Acting Deputy Director (Support)

7 June 1958

Date

1/ The Management Staff will be glad to make available to the Acting DD/S at this time, should he wish to review them, Tabs A thru H which accompanied the request from the D/TR. The D/P and the Comptroller have been furnished copies of the request with all attachments.

Distribution:

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